

Construction Projects: ARC Application Guide

Project applications should be submitted to the state ARC office. Applications should be arranged in the following section sequence and should include the following information.

Applicant	State ARC	
		SECTION 1 APPLICATION FORMS
		1) State Transmittal Letter (Indicate source of ARC funding, and identify specific ARC goal and state strategy)
		2) Federal Standard Form 424 (SF 424) (including ARC and all matching funds)
		3) Federal Standard Form 424C: Budget Information
		4) Federal Standard Form 424D: Construction Assurances
		5) ARC Memorandum of Understanding
		6) ARC Form 1 or ARC Form 2 (if required by state)
		SECTION 2 PROJECT PROPOSAL SUMMARY (1 to 2 pages – see recommended format)
		SECTION 3 PROJECT NARRATIVE (suggested length 5-8 pages, please number pages)
		1) Goals & Strategies – (refer to state's Strategy Statement for the current year)
		a) Identify the primary ARC goal and objective the project will address.
		b) Identify and quote the primary ARC State Strategy the project will address.
		2) Purpose, Description & Rationale–
		a) Describe specific problems or issues the project will address and how these issues impact the community.
		b) Provide a detailed description of all major construction components. Include details such as linear feet to be constructed, square footage built, or acreage served, and timelines for starting and completing each component. (An executive summary or narrative description from an engineer's report can be substituted for this narrative).
		c) Identify who will own improvements and provide maintenance for the completed project.
		d) Address how the project addresses opportunities for regional infrastructure.
		e) Illustrate local demand for the project including letters from key stakeholders, customer data, etc.
		f) For residential service projects in non-distressed counties, address how the project meets the "Policy for Residential Infrastructure Projects" in ARC's Project Guidelines. Include letters or other documentation from state health/environmental agencies if relevant.
		g) For industrial sites or community facilities, describe strategies for marketing the project to potential users and beneficiaries.
		3) Relation to Other Local/Regional Activities – Describe how the project meets the priorities of local or regional community or economic development plans, and describe efforts to coordinate the project with other area economic development activities.
		4) Geographic Area –
		a) Identify the counties and census tracts served by the project.
		b) Comment on the project's impact on ARC's designated distressed areas.
		c) Attach area map(s) with the project's service area clearly marked, diagrams of building sites, and plans of buildings to be constructed.
		5) Benefits and Performance Measures –
		a) State outputs and outcomes in absolute numerical terms per ARC's Performance Measurement

		Guidelines.
		b) Attach letters documenting jobs retained, jobs created, and leveraged private investment (LPI) when applicable.
		c) Describe other project benefits as appropriate, such as the likely impact on future economic development activity in the area, or anticipated spin-off results.
		6) Project Sustainability & Grantee Capacity -- Describe the applicant's strategy for ensuring the project's long-term sustainability (once ARC funds are no longer available) and the grantee's capacity to manage the project's long-term operations.
		<u>SECTION 4 BUDGET INFORMATION and SUPPORTING MATERIALS</u>
		1) Engineer's budget , detailing line-item project costs. Project total from engineer's budget should match total on SF 424. *Note that for construction projects only, ARC does not require a breakdown of expenditures by funding source.
		2) Funding Sources and Funding Need
		a) Identify each funding source for the project and the status of each funding commitment.
		b) Identify each funding source as either: 1) Federal, 2) State, 3) Local or 4) Private.
		c) Identify each funding source as either 1) grant funds or 2) loan funds.
		d) Include letters of commitment from each funding source, citing the specific amount of funds committed. Provide descriptions of specific in-kind resources committed, including the methods used to determine their value.
		e) Detail why ARC funding is needed at this time.
		3) Calculations of match – For multi-county projects with more than one ARC designation (i.e., distressed, transitional, at-risk, competitive, attainment), show calculations to confirm the project meets ARC's matching requirements.
		4) Basic agency commitment to administer ARC funds, addressed to ARC. Specific certification forms are required for projects to be administered by CDBG or HUD-Entitlement agencies.
		5) Clearinghouse documentation (if required by state)
		6) Additional Documentation: Other pertinent supporting materials that will lead to a better understanding of the proposed project. Please <u>do not</u> include form letters, financial audits or utility rate structure information.